

**Victims of Crime Act
Antiterrorism Supplemental Grant Statistical Performance Report
Instructions and Definitions**

*****All statistics must represent services provided by persons funded by VOCA ATSG dollars only.*****

Cover Page

Please complete all requested information on the Cover Page, including Report Period, Date of Submission, Agency Name, Contact Person, Telephone, Fax, and E-mail.

Section 1: Victim Statistics, Sessions Funded, and Amount Expended

Indicate the number of victims receiving each of the counseling services listed; the number of sessions funded; and the amount of funds expended for each of the four categories of victims.

COUNSELING SERVICES
Definitions

- ?? **Crisis Counseling**: the application of individual and group treatment procedures that are designed to ameliorate the mental and emotional crises and their subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.
- ?? **Crisis Intervention**: counseling with a victim to examine the impact of the terrorism incident on the victim, to identify needs resulting from the crime, to develop a plan of services and resources required to respond to the victim's needs, and to assist the victim in implementing the plan.
- ?? **Peer Support**: activities that provide opportunities for victims to meet others with similar crime victim experiences that provide self-help, information, and peer and social support to assist victims in receiving understanding and comfort so they may adapt to their lives after the crime.

New/Ongoing Clients

- ?? **New Client**: Has not previously received services from your program. If an ongoing client seeks a new service under this grant, he/she should be counted again as a new client.
- ?? **Ongoing Client**: Has previously received services provided under this grant from your program.

****Note:**

Because this is a newly funded program, the first period statistics should only indicate new clients.

In the "Total" column of Section 1, only indicate the total number of new clients served in the appropriate box.

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SESSIONS FUNDED

When considering advocacy and/or collateral work done on the behalf of a client, consider one hour of time dedicated to advocacy or collateral work to represent one session.

Put total number of sessions funded for all four "types of victim categories" in the "Total" box, located at the end of the row asking, "How many sessions funded?".

AMOUNT EXPENDED

Determine the amount expended based on your total expenditures for the period.

Example:

1st Quarter \$22,000 was expended of the total grant award.

20 family members, 5 first responders were seen=25 clients total

Total Expended = 22,000

Total Clients = 25

22,000 (total expended in period)/25 (total clients in period)=880, which is your total cost per client.

880 (cost/client) x 20 (family members seen) =17,600

880 (cost/client) x 5 (first responders seen) = 4,400

\$17,600 + \$4,400 = \$22,000 (Total amount expended in the period).

Notes:

?? Each period your amount per client will fluctuate depending upon your total expenditures for the period.

?? You may need to round numbers up or down to balance the total amount expended.

?? "Sessions funded" is NOT a variable to be considered when determining amount expended per victim category.

Put total amount expended for all four "types of victim categories" in the "Total" box, located at the end of the row asking, "Amount Expended?".

Section 2: Civil Rights Compliance (Document NEW CLIENTS ONLY)

A. RACE/NATIONAL ORIGIN

In this section, note the race/national origin of all new clients this period.

Distinguish by "Victims/Victim Family Members" and "First Responders/First

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Responder Family Members". The information they provide will assist you in providing any culturally sensitive services to the client.

B. AGE/GENDER

In this section, please note the gender and age of the clients being served. Distinguish by "Victims/Victim Family Members" and "First Responders/First Responder Family Members".

C. DISABILITY

In this section, note whether the client is physically or mentally disabled/ impaired. Distinguish by "Victims/Victim Family Members" and "First Responders/First Responder Family Members". The definition of disability, as defined by VOCA guidelines, includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. It is important that disabilities not visible or readily apparent (e.g. epilepsy, hearing impairment, auditory impairment) be counted. The information a client provides will assist you in providing appropriate services to them.

***The federal government requires this information for monitoring civil rights compliance.**

Section 3: Program Narrative

Please answer each question fully with a narrative response. Attach additional paper as needed.